

## Office of Security

# Trends and Highlights

March 1977

P&M

DIRECTORATE

A&TD MONTHLY REPORT

As of 31 March 1977

I. Status of Positions and Personnel: (projected to 30 June 1977)

STATINTL

	<u>POSITIONS</u>		<u>PERSONNEL</u>	
	<u>Current</u>	<u>Projected</u>	<u>Current</u>	<u>Projected</u>
Professional				
Clerical				
TOTAL				

II. Non-ceiling Personnel:

One-Year Full-Time  
Part-time (contract and appointed)  
Confidential Correspondents  
Contract Stenographers

III. Recap for period 1 - 31 March 1977:

EOD's: Professional - 0  
Clerical - 5

TOTAL 5

SEPARATIONS: Professional - 0  
Clerical - 3

TOTAL 3

IV. Projected professional headroom (through 30 June 1977)

GS	<u>15</u>	<u>14</u>	<u>13</u>	<u>12</u>	<u>11</u>	<u>10</u>	<u>09</u>	<u>08</u>	<u>07</u>
	0	5	16	29	34	11	19	8	4

STATINTL

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VI. TRAINING ACTIVITIES

	<u>March 1977</u>	<u>YTD</u>
EOD Briefings	5	11
Miscellaneous Briefings	3	3
External Training Enrollments by OS Personnel	5	18
Enrollments in OS Training Courses	20	64
Enrollments in Agency Training Courses by OS Personnel	68	135

INFORMATION SYSTEMS SECURITY GROUP  
SUMMARY REPORT - MARCH 1977

The Information Systems Security Group completed fifty-nine cases during the month of March 1977.

Statistically, the cases break down as follows:

Management	22
Information Systems Security	30
Top Secret Control	6
External Support	<u>1</u>
TOTAL	59

4 April 1977

MEMORANDUM FOR: Policy and Plans Group

ATTENTION :

FROM :

Chief, Information Review Group

SUBJECT : Status Report

During the month of March, the Information Review Group received 352 Privacy Act cases and closed 275. Pending at the end of the month was 208. During the same period, we received 23 Freedom of Information Act cases and closed 24. Pending FOIA at the end of the month was 28.

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4 APR 1977

MEMORANDUM FOR: Deputy Director of Security (P&M)

FROM:

Chief, Security Records Division

STATINTL

SUBJECT: SRD Productivity Data

Attached is a copy of the SRD Statistical Report -  
FY 1977, covering the period through March 1977.

Att

cc: C/PPG

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SECURITY RECORDS DIVISION - COMMUNICATIONS ACTIVITIES										FISCAL YEAR - 1977		
	TELETYPE MESSAGES			DISPATCHES			CABLES				MANIFESTS	
	RECEIVED	TRANSMITTED	TOTAL	INCOMING	OUTGOING	TOTAL	INCOMING	OUTGOING	NON-AGENCY	TOTAL	INCOMING ITEMS	OUTGOING ITEMS
OCT.	1114	504	1618	64	32	96	788	322	956	2066	380	1679
NOV.	1255	510	1765	65	26	91	864	402	987	2253	461	2049
DEC.	1268	449	1717	55	25	80	872	326	947	2145	342	1687
JAN.	1235	482	1717	60	31	91	845	343	1105	2293	404	1520
FEB.	1384	463	1847	68	35	103	850	378	1063	2291	399	1837
MAR.	1795	564	2359	61	45	106	845	360	1825	3030	497	1987
APR.												
MAY												
JUN.												
JUL.												
AUG.												
SEP.												
TOTAL												

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12 April 1977

MONTHLY HIGHLIGHTS REPORT  
Special Security Center  
March 1977

1. The Compartmented Information Branch (CIB) during March deleted 1,259 names from the SPECLE Computer and added 1,463 names bringing the total number of names in SPECLE II to [redacted] on record at the end of March 1977. There were 1,930 cable actions. [redacted] Twenty-three hardcopy computer reports and six microfiche were supplied to various Intelligence Community customers during March.

2. Three Hundred Thirty-Three briefings were given to 147 CIA employees. In addition 171 briefings were presented to 68 non-CIA personnel, as follows:

<u>U. S. Government Agencies &amp; Contractors</u>	<u>People</u>	<u>Briefings</u>
[redacted]	1	1
[redacted]	1	3
[redacted]	14	42
[redacted]	11	27
[redacted]	10	15
[redacted]	4	7
[redacted]	3	11
[redacted]	2	6
[redacted]	2	3
[redacted]	3	5
[redacted]	1	2
[redacted]	2	6
[redacted]	1	2
[redacted]	1	1
[redacted]	3	6
[redacted]	1	3
[redacted]	1	7
[redacted]	3	14
[redacted]	1	3
[redacted]	1	3
[redacted]	1	2
[redacted]	1	2

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	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
3. <u>BRIEFINGS AND SERVICES</u>		
<u>Briefing Program</u>		
Briefings Conducted	<u>4</u>	<u>30</u>
Personnel Briefed	<u>12</u>	<u>575</u>
<u>Training</u>		
Personnel Trained in Security Equipment (Locks, Safes, etc.)	<u>22</u>	<u>83</u>
Personnel Trained in <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>	<u>14</u>	<u>34</u>
Man Hours Spent in Training	<u>172</u>	<u>369</u>
<u>Procurement</u>		
25X1A Materiel Requisitions Initiated	<u>26</u>	<u>125</u>

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>245</u>	<u>720</u>
Man Days on Domestic TDY	<u>9</u>	<u>69</u>
Total Man Days on TDY	<u>254</u>	<u>789</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>13</u>	<u>224</u>
Man Days in External Training	<u>0</u>	<u>0</u>
8. <u>GENERAL ADMINISTRATION AND SUPPORT ACTIVITIES</u>		
Man Hours Processing for TDY	<u>72</u>	<u>184</u>
Man Hours Providing Logistical Support	<u>550</u>	<u>2514</u>

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PhySD Monthly Report MARCH 1977 (Continued)

	Monthly	Cumulative Total FY-77
Accident Investigations	0	4
Accident Reports Processed	74	367
Analytical and Statistical Reports Prepared	2	8
Training Given		
Formal Full-time Programs		
Number of Students	12	64
Student Man-days	48	263
Briefing Sessions		
Number of Sessions	6	52
Number of Attendees	91	1,351
Student Man-hours	111	2,225
Special Programs	0	2
Number of Attendees	0	2,690
Safety Literature Distributed	2,600	23,606
Fire Alarm Tests Conducted	0	0
Support Actions	18	171
Fire Drills	0	2

5. Physical Security Division Travel

Man-days on Overseas TDY	108	559
Man-days on Domestic TDY	65	167
Total Man-days on TDY	173	726

6. Physical Security Division Training

Man-hours Receiving Training	228	1,981
Man-hours Conducting Training	58	746

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Monthly Activities of the PSI Directorate  
(March 1977)

Clearance Division Activity

Total Cases Received	2038
Total Field Cases Received	953
Total Cases Processed	2417
Total Field Cases Processed	1104
Total Cases Pending	2732
Total Field Cases Pending	1531

Field Office Investigative Assignments

Total Received	1367
Total Completed	1646
Total Pending	1807

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2332
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1210
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Polygraph

Overt	299	(160 - fav.; 139 - note)
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Covert	14
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RIP	65
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Total	378
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11 April 1977

MEMORANDUM FOR: Chief, Clearance Division

FROM : [REDACTED]  
Deputy Chief, Staff & Operations Branch

SUBJECT : Office of Security Monthly Report of  
Trends and Highlights for February 1977

1. Attached is the note from the DD/PSI, inquiring about the accuracy of the processing time statistics for February 1977.

2. The statistics to which the DD/PSI refers are inaccurate because of an error in compiling the figures for that month. In February, as well as January and March 1977, the processing time was incorrectly computed. The error was made in adding the total days that the average case was deferred, either pre or post field, into the total number of days the average case was in Clearance Division. This was a mistake because the pending deferred days were already included in the days the case was in Clearance Division. According to the Deputy Chief, Security Records Division, the only reason for a separate listing of the figures this way, the monthly [REDACTED] report is to give a true picture as to how much time was spent in a pending deferred status.

3. As a result of this error, the figures for the days in appraisal and research should read as follows:

Date	Number of Cases	Days in Appraisal and Research
January 1977	153	10.6 (not 14.1)
February 1977	199	11.0 (not 22.2)
March 1977	452	11.3 (not 17.7)

Distribution:

Orig. - Adse.

CD/1 file

ST&OB Chrono

[REDACTED]:nkj

(When Filled In)

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OFFICE OF SECURITY

## TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of MARCH 19 77

1. PROCESSING TIME (For* <u>452</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS  in  INVESTIGATION	Days in Research and Appraisal		TOTAL  DAYS
		SRD	PSD	
		40.9	3.8	17.7

11.5

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

\*This figure does not include \_\_\_\_\_ cases where clearances were granted without FURTHER,  
OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of \_\_\_\_\_ CASES.

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